SHARP

ELECTRONIC ORGANIZER

OPERATION MANUAL

ZQ-190
ZQ-195

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NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- This Organizer is not designed to visit Web sites or transfer/receive e-mails by using the URL or E-mail addresses you will store.
- The information provided in this manual is subject to change without notice.

CAUTIONS

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

NOTES

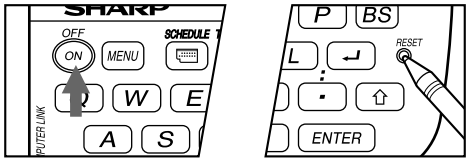
- The models ZQ-190/ZQ-195 are functionally the same except the following point:
  The first day of the week on the calendar display: The model ZQ-190 begins from "Sunday".
  The model ZQ-195 begins from "Monday".
  This operation manual lists the calendar examples beginning from Monday.
- Unless otherwise specified, the text material applies to both models.
- Either of the models described in this manual may not be available in some countries.
- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

1. Press the **RESET** switch while holding down [ON]. Release the **RESET** switch and then release [ON].

   "CLEAR ALL DATA OK (Y/N) ?" is displayed.



- Under certain conditions the message may appear as "Data has been impaired ! Press [Y] to CLEAR ALL memory". Proceed to the next step in either case.

2. Press [Y].
3. The Organizer is now initialized. Proceed to set the date and time of the clock. (Refer to page 5.)

Press the **RESET** switch with a ball-point pen or similar object. Do not use an object with a breakable or sharp tip.

When Abnormal Conditions Cause a Malfunction

If the Organizer is subjected to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur in which no keys (including [ON] and [OFF]) will respond. If this happens, press the **RESET** switch. Noises or shocks may erase some or all of the Organizer's memory.

Auto Power Off Function

When none of the keys has been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.) Press [ON] to resume operation.

Backlight

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing [BackLight] once illuminates the display for as long as you continue to use the Organizer, until you have not typed any key for the interval you set. (See the following section, "Setting up the Backlight".)

- To turn the Backlight off, press [BackLight] again.
- The Backlight may remain on for less than the set interval or it may not function if the battery level is very low.
- The Backlight does not function during data transfer.

★ Do not use the Backlight unnecessarily.

- Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce the life of your batteries.
- Do not continue using the Organizer after it has automatically turned itself off while the backlight was being used. Even if it can be turned on again, the clock time will be incorrect and other functions may not work properly until the batteries are replaced.

Setting up the Backlight

You can change the interval after which the Backlight turns off automatically.

1. Press [MENU] [PREV] [PREV] [4] to select "4: BACKLIGHT SETUP".
2. Press [1], [2], [3] or [4] to select the interval (15 – 60 seconds).

```
TURN OFF AFTER:
1:▶15 SECONDS
2: 30 SECONDS
3: 45 SECONDS
4: 60 SECONDS
```

- A "▶" mark moves to your selection and you return to the mode in which you were before pressing [MENU].

Adjusting the LCD Contrast

1. Press [MENU] [NEXT] [2] to select "2: LCD CONTRAST".
2. Press [▲] or [▼] to darken or lighten the display.
3. Press [C•CE] after adjusting the contrast.

```
< LCD CONTRAST >

▲ -DARK
▼ -LIGHT
```

Turning the Key Sound On and Off

1. Press [MENU] [PREV] [1] to select "1: KEY SOUND".
2. Press [1] to turn the key sound on, or press [2] to turn it off.

```
< KEY SOUND >
1:▶ON
2: OFF
```

Freeing Up Memory

When you turn the power on, the following message may be displayed, asking you to free up memory by deleting unnecessary space.

Press [Y] to delete space. Freeing up memory needs a maximum of approximately 2 minutes.

Press [N] when you wish to start operation immediately.

(Refer to page 16.)

```
DO YOU WANT TO
FREE UP MEMORY ?

(Yes/No)
```

Display Symbols and Part Names

Display Symbols

♪ : A "beep" will sound when a key is pressed.

◁ : The schedule alarm will sound.

CAPS : Capital (uppercase) letters will be entered. To enter small (lowercase) letters, turn "CAPS" off by pressing [CAPS].

EDIT : The listing on the display can be edited.

2nd : Indicates that [2nd] has been pressed. Pressing another key in succession, to which the special function is assigned, performs the function, for example as introduced on page 33, "Shortcuts".

⬆ : More information exists above the current display. (Press [▲].)

⬇ : More information exists below the current display. (Press [▼].)

[S] : Secret function is in effect. (Secret listings cannot be recalled without a password.)

✱ : Indicates that the recalled listing is secret.

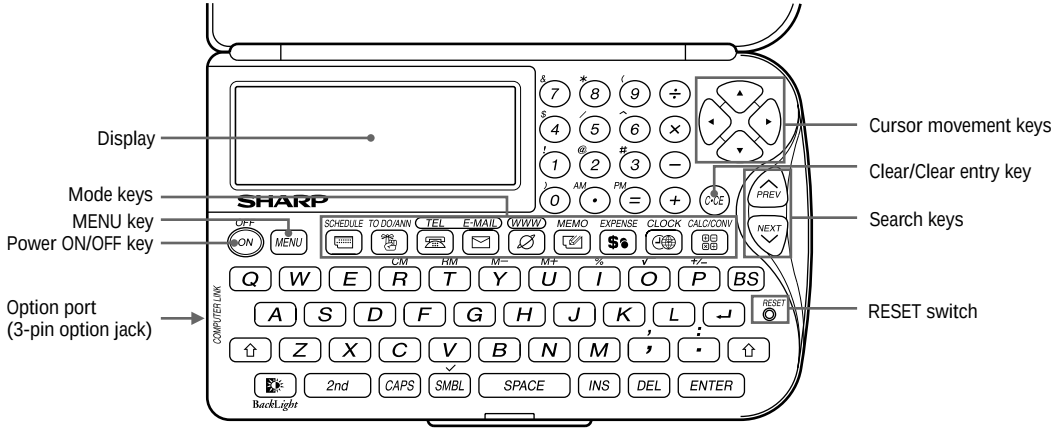
BATT : Indicates that the operating battery level is low.

- In the display examples of this manual, only the symbols necessary for explanation will be shown.

NOTES:

- The symbol " ★ " shown by setting the LCD contrast to DARK is not used in this product.
- The " ▮ " mark indicates the alarm sound for the scheduled listings is turned on.

Part Names



In this manual the keys are represented by symbols, for example:

&⑦ → [&] : Indicates the **&** key.
→ [7] : Indicates the numeric **7** key.

SCHEDULE
→ [SCHEDULE] : Mode key with only one function.

The [⇧] key : These keys are used to select capital (uppercase) or small (lowercase) letters or to access the symbols above the number key(*1) and " , " and " : ".
While holding down [⇧], press the desired key to be entered.

*1 … &, ✱, (, $, /, ^, !, @, #,)

The italic and bold type style numbers and letters and space between them for operation are shown as unboxed numbers and letters.

Entering Characters

1. Moving the Cursor

The cursor (_ , ■ or ◀) can be moved by pressing (or holding down) [▲], [▼], [◀], or [▶].

2. Entering Characters

(1) Entering letters and numbers

After initializing the Organizer, the default setting for entering letters will be capital (uppercase) letters. To enter small (lowercase) letters, turn "CAPS" off by pressing [CAPS].

- To enter " ' " or " : ", press [,] or [:] while holding down [⇧] .

(2) Entering graphic symbols and special characters

Press [SMBL] to display the symbol entry mode, allowing a total of 90 symbols and characters to be selected. To select the symbol display containing the desired symbol/special character, press [NEXT] (or [▼]) or [PREV] (or [▲]), then press the corresponding number.

- The first display is determined by your previous choice. The 6 most recently used symbols/special characters are stored and displayed on this display.

Press [SMBL] to exit the symbol entry mode.

3. Making Corrections

(1) Inserting characters

Press [INS] to change the cursor from " ■ " (replace) to " ◀ " (insert). Press [INS] again to change the cursor from " ◀ " to " ■ ".

(2) Deleting characters

Press [DEL] or [BS] to delete the character.

- [DEL] and [BS] will not operate in some cases such as when you input the time in Schedule mode or you are in Calculator mode. In these cases, press [C•CE] and reenter.
- Press [C•CE] to clear all characters on the current display.

Note on the Description of the MENU Key Operations

This Organizer offers a variety of functions which you choose from the 4 kinds of menus (see the following table).

To switch or scroll the menu screens displayed by pressing [MENU] , press [NEXT] (or [▼]) to move to the next screen, or [PREV] (or [▲]) to move to the previous screen.

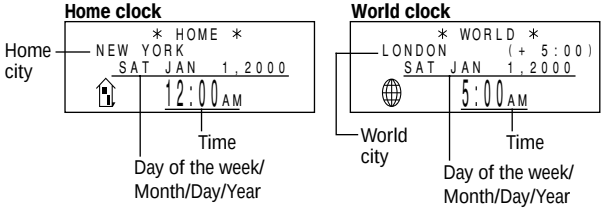
Menu	See page…
<MODIFY>	
Editing the Listings	18
Displaying the Index of the Listing	17
Deleting the Listings	19
Designating the File Names	8
<TOOLS>	
Checking the Memory Storage	16
Adjusting the LCD Contrast	2
Using the Secret Function	22
Designating the Listings as Secret	23
Setting the Schedule Alarm	12
Summarizing the Expense Report	14
Freeing Up Memory	16
<UNIT TO UNIT>	
Transferring the Data	24
<SETUP>	
Setting the Home/World Clock	5
Selecting the Time System	7
Selecting the Date Format	7
Setting Up the Backlight	1
Turning the Key Sound On and Off	2
Turning the Alarm Sound On and Off	12

Notes for the Built-in Calendar and the Time

- Calendar, Schedule, Expense, and Clock modes allow you to enter the desired date and time between Jan. 1, 1901 and Dec. 31, 2099.
- If an attempt is made to store an invalid time or date, you cannot move the cursor to date entering, or store the time and date by pressing [ENTER] . Enter the correct value and press [ENTER] again.

Clock Mode

The Organizer has both Home and World clocks. The display switches between Home and World clock each time [CLOCK] is pressed.



"(+ 5:00)" indicates the time difference from the Home city.

1. Setting the Home Clock

(1) Setting and changing the Home city

Set your local city as the Home city by selecting its zone number.

Zone numbers are based on the distance of the zones from the international date line (zone number zero). For example, there is a 13-hour difference between the date line and London (London is 13 hours behind), so the zone number for London is 13. Honolulu is 23 hours behind the date line, so its zone number is 23.

The names and zone numbers of 27 cities are stored in the Organizer's memory. (See the following table.)

1. Press [CLOCK] once or twice to display the Home clock.
- The initial Home city after initialization of the Organizer is New York.

2. Press [MENU] [PREV] [PREV] [1] to select "1: CLOCK SETTING".
3. Press [1] to select "1: HOME CLOCK".
- "18.0" on the display indicates the time zone.

4. Press [NEXT] or [PREV] to display the desired city which corresponds to your local zone from the cities stored in the Organizer.
5. Press [ENTER] to set the Home city.
- Some city names are abbreviated on the display as follows:

  HONG KONG → HONGKONG
  NEW DELHI → DELHI
  RIO DE JANEIRO → RIO
  LOS ANGELES → L.A.
  ANCHORAGE → ANC.

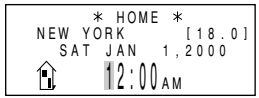
- Zone numbers 0, 14, and 15 have no city name on the display.

Zone number	City	Zone number	City
0		10	MOSCOW
1	AUCKLAND	11	CAIRO
2	NOUMEA	12	PARIS
3	SYDNEY	13	LONDON
3.3	ADELAIDE	14	
4	TOKYO	15	
5	HONG KONG	16	RIO DE JANEIRO
6	BANGKOK	17	CARACAS
6.3	YANGON	18	NEW YORK
7	DHAKA	19	CHICAGO
7.3	NEW DELHI	20	DENVER
8	KARACHI	21	LOS ANGELES
8.3	KABUL	22	ANCHORAGE
9	DUBAI	23	HONOLULU
9.3	TEHRAN	24	MIDWAY

(2) Setting the Clock

<Example> Set the date and time to April 12, 2001, 10:05 PM.

1. Press [MENU] [PREV] [PREV] [1] to select "1: CLOCK SETTING".
2. Press [1] to select "1: HOME CLOCK ".



- The cursor will flash.

3. Enter the hour and minutes.

   1005 [PM] (For the 24-hour clock, press 2205.)

   (Enter 2 digits each for both hour and minutes.)

4. Enter the month, day, and year.

   [▲] ***04122001***

   Use [▶] to skip entering a number that needs no change.

5. Press [ENTER] . The clock starts from 0 second.

- The time can be displayed using either the 12-hour AM/PM system (default) or the 24-hour system. To change the time system, refer to page 7, "Selecting the Time System". In this example, set the 12-hour clock. (Note: 12:00PM: noon, 12:00AM: midnight)

2. Using the World Clock

Changing the city for the World clock

1. Press [MENU] [PREV] [PREV] [1] to select "1: CLOCK SETTING".
2. Press [2] to select "2: WORLD CLOCK".
3. Press [NEXT] or [PREV] to display the city which corresponds to the desired zone.
4. Press [ENTER] .

3. Registering a City Name not Found in the List

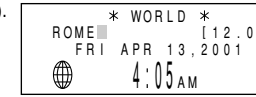
If you want to set the city for the World clock to Rome, for example (Rome belongs to zone number 12, but is not included in the city list):

1. Press [MENU] [PREV] [PREV] [1] to select "1: CLOCK SETTING"
2. Press [2] to select "2: WORLD CLOCK".
3. Press [NEXT] (or [PREV]) to set the zone number to 12.

   (Initially the city is Paris.)

4. Enter the city name (up to 8 characters).

   ROME (Press [DEL] to delete unnecessary character(s), if necessary.)



5. Press [ENTER] to store the new name.

- To register a city name for the Home clock, first display the Home clock then press [MENU] [PREV] [PREV] [1] [1] to select "1: HOME CLOCK" and press [▲] [▲] to move the cursor to the city name line.
- Only one changed city name can be stored in each of the Home and World clocks.
- Each changed name is stored until you next change the zone number.

4. Setting Daylight Saving Time/Summer Time

If DST (daylight saving time/summer time) is used, the local time is advanced one hour during the summer. Both the Home clock and World clock can be set for DST as follows:

- DST can be set independently in either the Home or the World clock. For example, if DST is set for the Home clock, it does not have to be set for the World clock.

(1) Home clock

1. Press [MENU] [PREV] [PREV] [1] to select "1: CLOCK SETTING".
2. Press [1] to select "1: HOME CLOCK ".

3. Enter the correct daylight saving time/summer time.
4. Press [2nd] [ENTER] to set the time as DST.

   A " ✸ " appears on the display and DST is now set.

(2) World clock

1. Press [MENU] [PREV] [PREV] [1] to select "1: CLOCK SETTING".
2. Press [2] to select "2: WORLD CLOCK".
3. Press [2nd] [ENTER] .

   A " ✸ " appears on the display and DST is now set. Setting DST in the World clock automatically sets the time one hour ahead.

- When DST is set for one World city, it is used for all cities displayed in the World clock.

(3) Clearing DST

To clear DST, follow steps 1 to 4 for Home clock, or follow steps 1 through 3 for World clock.

The " ✸ " disappears.

5. Selecting the Time System

The time system can be switched between 12-hour (default) and 24-hour format.

1. Press [MENU] [PREV] [PREV] [2] to select "2: TIME SYSTEM".
2. Press [1] to select "12" (12-hour) or press [2] to select "24" (24-hour).

- A "▶" mark moves to your selection and you return to the mode in which you were before pressing [MENU] .

```
< TIME SYSTEM >
1:▶12
2: 24
```

6. Selecting the Date Format

The date format can be switched between MONTH/DAY/YEAR and DAY. MONTH. YEAR.

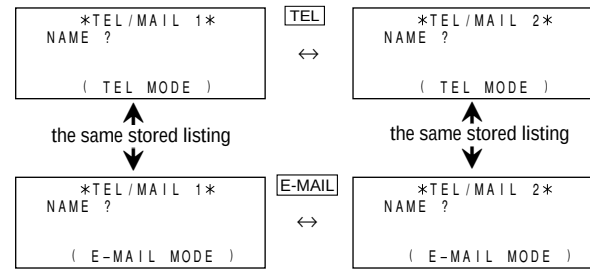
1. Press [MENU] [PREV] [PREV] [3] to select "3: DATE FORMAT".
2. Press [1] or [2] to select "MONTH/DAY/YEAR" or "DAY. MONTH. YEAR".

```
< DATE FORMAT >
1:▶MONTH/DAY/YEAR
2: DAY.MONTH.YEAR
```

Note on Storing the Listings in Each Mode

- If the memory is full, "MEMORY FULL" will be displayed briefly and the listing cannot be stored. Delete unnecessary data and free up memory to make enough space to store new listings. (Refer to page 16, 19.)

Telephone/E-mail Mode

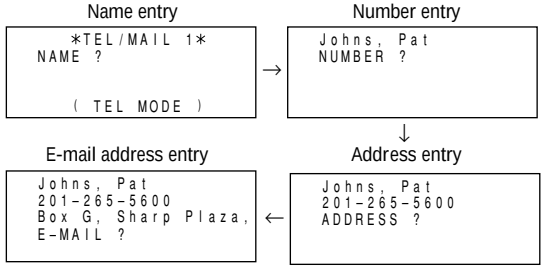


Telephone/E-mail listings can be accessed by pressing either the [TEL] or [E-MAIL] . Both keys recall the same stored listings in their respective order on the display.

[TEL] recalls and displays the listing in the following order: NAME → NUMBER → ADDRESS → E-MAIL, while [E-MAIL] does the same in the following order: NAME → E-MAIL → NUMBER → ADDRESS.

Further, Telephone/E-mail listings provide 2 files (TEL/MAIL1, TEL/MAIL2). You can switch them for convenience by using one for business and one for personal use. The files are cycled each time you press TEL or E-MAIL.

In Telephone/E-mail mode, a listing consists of 4 entries: name, number, postal address, and E-mail address. The maximum number of characters that can be entered for each listing is 512 in all.



1. Designating the File Names

You can change each file name in up to 10 characters long as follows:

1. Press MENU 4 to select "4: FILE NAME".
2. Enter the new name for TEL/MAIL1, then press ENTER.

```
< FILE NAME >
1:[TEL/MAIL 1]
2:[TEL/MAIL 2]
3:[    URL    ]
```

- You can skip changing a file name by pressing ENTER.
- To cancel entering the file names, press C•CE twice.

3. Perform the same procedure as step 2 for TEL/MAIL2 and URL.
4. Press TEL, E-MAIL, or WWW to check the new file name(s).

2. Storing the Telephone Listings

1. Press TEL to display the TEL/MAIL1 entry prompt.
2. Enter the name. For example,

   Johns, Pat

   ```
   Johns, Pat_
   ```

3. Press ENTER.

   The number entry prompt is displayed.

4. Enter the phone and fax numbers. For example,

   201-265-5600 ↵
   F 265-1234

   ```
   Johns, Pat
   201-265-5600↵
   F   265-1234_
   ```

5. Press ENTER, then enter the address. For example,

   Box G, Sharp Plaza, Mahwah, New Jersey, 07430-2135, U.S.A.

   ```
   Johns, Pat
   201-265-5600
   Box G, Sharp Plaza,
   Mahwah, New Jersey,
   07430-2135, U.S.A._
   ```

6. Press ENTER, then enter the E-mail address. For example,

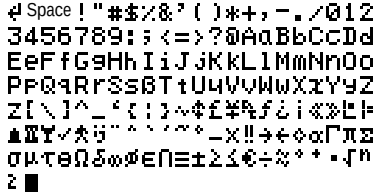
   johns-P@sharpsec.com

   ```
   Johns, Pat
   201-265-5600
   Box G, Sharp Plaza,
   johns-P@sharpsec.co
   m_
   ```

7. Press ENTER.

   "STORED !" will be displayed briefly, then the listing will be displayed.

- To skip entering the number, address, or E-mail address, press ENTER when "NUMBER ?", "ADDRESS ?", or "E-MAIL ?" is displayed. However, the name entry cannot be skipped.
- Regardless of the entry order, the listings in the Telephone/E-mail mode are stored internally according to the first character of the person's name in the following order:



See also for Telephone/E-mail and WWW Mode

Recalling the Listings 16
Editing the Listings 18
Deleting the Listings 19
Checking the Memory Storage .. 16
Freeing Up Memory 16
Entering Characters 4

WWW Mode

WWW mode is used exclusively for storing name (Uniform Resource Locator) and a remark to remind you of the URL contents. In this mode, a WWW listing consists of 3 entries: name, URL, and remark.

1. Storing the WWW Listings

1. Press WWW to display the name entry prompt.

```
    *   URL    *
NAME ?
```

2. Enter the name. For example,

   SHARP ELECTRONICS CORP.

3. Press ENTER.

   The URL entry prompt including "http://www." (you can edit) is displayed.

```
SHARP ELECTRONICS C
URL ?
http://www._
```

4. Enter the URL. For example,

   sharp-usa.com

```
SHARP ELECTRONICS C
http://www.sharp-us
a.com_
```

5. Press ENTER.

   The remark entry prompt is displayed.

6. Enter the remark. For example,

   New Jersey

```
SHARP ELECTRONICS C
http://www.sharp-us
New Jersey_
```

7. Press ENTER.

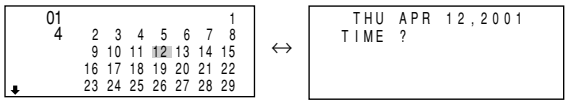
   "STORED !" will be displayed briefly, then the listing will be displayed.

```
SHARP ELECTRONICS C
ORP.
http://www.sharp-us
a.com
New Jersey
```

- The maximum number of characters (including "http://www.") that can be entered for each listing is 512 in all.

Calendar Mode

Calendar mode is selected by pressing SCHEDULE once or twice. Each time you press this key, the display switches between Calendar and Schedule modes.



Calendar mode ↔ Schedule mode

1. Controlling the Monthly Calendar Display

The Organizer has a 5-line display and 5 weeks of a month can be displayed. Use the following keys to control the display status.

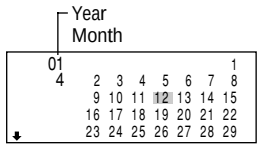
NEXT PREV : displays the following or previous month.

- Hold down either of these keys for rapid recall.

▲ ◄ ► ▼ : moves the cursor or scrolls the calendar up or down one week.

1. Press SCHEDULE once or twice to display the Calendar mode.

- " ⬇ " indicates the last week of the month is hidden below. To display the last week, press ▼ until the cursor scrolls into the next screen.



2. Press NEXT (or PREV) to display the calendar for the next (or previous) month.

- In the year display, a " ' " is attached to the years 1901 to 1999, while no mark is attached to the years 2000 to 2099.
- When you reset the Organizer, the calendar defaults to Jan. 1, 2000.

2. Returning the Calendar to the Current Date

Press 2nd SCHEDULE in Calendar mode.

- The current monthly calendar will be displayed, and the current date will flash.

See also …

Recalling the Listings 16

Schedule Mode

Schedule mode is selected by pressing SCHEDULE once or twice. Each time you press this key, the display switches between Schedule mode and Calendar mode.

A schedule listing consists of 3 entries: date, time, and detail. The maximum number of characters for each detail is 512. In the date entry, 4 digits can be entered for the year and 2 digits each for the month, day, hour, and minute.

1. Storing the Schedule Listings

There are 3 ways to enter the desired date:

(1) Enter the desired date in Calendar mode
(2) Enter the desired date with NEXT (or PREV)
(3) Enter the desired date directly

After the date has been entered, the entry of time and detail is the same for all 3 ways.

(1) Enter the desired date in Calendar mode

<Example> Enter the following data.

"Lunch with Tom" from 11:30 AM to 1:00 PM on June 24, 2001.

1. Press 2nd SCHEDULE in Calendar mode to display the calendar for the current date (April 12, 2001).
2. Press NEXT NEXT ▼ ▼ ▼ ► ► to move the cursor to June 24, 2001.

3. Press [SCHEDULE] to change to the Schedule mode.

   Time entry prompt for June 24, 2001 is displayed.

```
SUN JUN 24,2001
TIME ?
```

4. Enter the starting and ending time.

   1130 [AM] ***01*** [PM]

   (For the 24-hour clock, press 1130 [▶] 13 [▼].)

   "DESCRIPTION ?" is displayed.

- ":00" will be entered automatically.
- You can enter schedule details without the ending time. Press [ENTER] (or [▼]) after entering the starting time to display the "DESCRIPTION ?" prompt.
- You can also enter schedule details without a specified time, except details starting with a number. Skip entering time and start to enter letters for the details as described in step 5.
- The hour and minute should each consist of 2 digits.
- The time can be set using either the 12-hour or 24-hour format. When you move the cursor to the next entry field, the time is displayed in the format selected in the Time System of the MENU functions.
- If an attempt is made to store an invalid time, you cannot move the cursor to the next entry field. Enter the correct time and follow the next procedure.

5. Enter the schedule detail.

   Lunch with Tom

```
SUN JUN 24,2001
11:30AM~ 1:00PM
Lunch with Tom_
```

- To switch between upper- and lowercase letters, press [CAPS].

6. Press [ENTER] to store the listing.
7. Now, press [SCHEDULE] to check if the listing is stored in the memory.

```
01              1  2  3
 6   4  5  6  7  8  9 10
    11 12 13 14 15 16 17
    18 19 20 21 22 23 24■
    25 26 27 28 29 30
```

- Notice the tag (■) on the right of "24". It indicates a scheduled item for that date:

  24: — Schedule items beginning in the morning or schedule items without a specified time
  24■ — Anniversary items
  24 — Schedule items beginning in the afternoon

(2) Enter the desired date with [NEXT] (or [PREV])

This is a convenient way of entering a nearby date. Press [NEXT] (or [PREV]) and change the display day by day until the desired date appears.

<Example> Enter a schedule listing on April 17, 2001.

1. Press [SCHEDULE] once or twice to display the Schedule mode screen.
2. Press [2nd] [SCHEDULE] to display the time entry prompt for the current date (April 12, 2001).
3. Press [NEXT] repeatedly until the time entry prompt for April 17, 2001 appears. Enter the time and detail following the procedure for "(1) Enter the desired date in Calendar mode" (from step 4) on page 10.

(3) Enter the desired date directly

When the date is not close to the currently displayed date, the following method is more convenient than the previous 2 ways.

<Example> Enter a schedule listing on June 26, 2002.

1. Press [SCHEDULE] [C•CE] to display the date entry prompt.

```
MM/DD/YYYY
MONTH  :04
DAY    :12
YEAR   :2001
```

2. Enter the date.

   06262002

3. Press [ENTER].

   The time entry prompt (or Calendar) for June 26, 2002 is displayed. Enter the time and detail following the procedure for "(1) Enter the desired date in Calendar mode" from step 4 (or from step 3) on page 10.

- If an attempt is made to store an invalid date, you cannot move to the time entry prompt. Enter the correct date and follow the next procedure.

2. Schedule Alarm

Schedule alarm sounds for approximately 20 seconds when the time set for a schedule listing is reached. Once a schedule item has been selected for the alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items without displaying the item.

<Example> Recall the listing for June 22, 2001 (Meeting at 10:00AM - 11:00AM).

1. Press [2nd] [SCHEDULE] in Calendar mode to display the calendar for the current date (April 12, 2001).
2. Press [NEXT] [NEXT] [▼] [▼] [▼] to move the cursor to the scheduled date, June 22, 2001.
3. Press [SCHEDULE] to change to the Schedule mode.

- When more than one schedule listings are stored for this date, press [NEXT] or [PREV] to display the desired listing in the Schedule mode.
- You cannot set the schedule alarm to the listings with no time entry.

4. Press [MENU] [NEXT] [NEXT] [1] to select "1: SCHEDULE ALARM".
5. Press [1] to select "1: ON".

```
FRI JUN 22,2001
10:00AM~11:00AM
Meeting
```

- You return to the mode in which you were before pressing [MENU].
- A " " is displayed on the left of the starting time for the scheduled item, and an alarm sound mark (" ") is displayed on the left of the display.
- It is possible to perform steps 4 and 5 while you are entering the schedule item.
- Pressing [2] to select "2: OFF" makes the " " disappear, and turns off the schedule alarm.
- If the alarm time you attempt to enter has already passed, the message "ALARM TIME ELAPSED!" appears briefly. Enter the correct alarm time.
- After the alarm sounds, " " will disappear and the scheduled item will remain in the memory without " ".
- Even if " " is turned off and the scheduled alarm time has passed, " " will not disappear from the display.
- The schedule alarm may not sound if the time for a schedule listing arrives while you are transferring data or freeing up memory.
- Press [C•CE] to stop the alarm sound.

Turn the alarm sound on and off

After setting the alarm, you can turn off the alarm sound while keeping the schedule alarm turned on.

1. Press [MENU] [PREV] [2] to select "2: ALARM SOUND".
2. Press [2] to select "2: OFF".

```
< ALARM SOUND >
1:▶ON
2: OFF
```

- A " " disappears, and the alarm sound is set to OFF.
- Press [1] ("1: ON") in step 2 to set the alarm sound to ON again, so that the " " is displayed.
- Setting the alarm sound (" " mark status) does not affect the setting of the schedule alarm (" " mark status) to each schedule listing.
- The schedule alarm set for the schedule listing will sound when the " " is turned on and the time for each listing is reached. You cannot classify or declassify each listing.

See also …

Recalling the Listings 16
Editing the Listings 18
Deleting the Listings 19
Checking the Memory Storage .. 16
Freeing Up Memory 16
Entering Characters 4

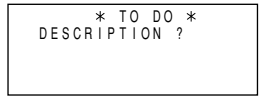
To Do Mode

To Do mode is selected by pressing [TO DO/ANN] once or twice.

Each time you press this key, the display switches between To Do and Anniversary modes.

1. Storing the To Do Listings

1. Press [TO DO/ANN] once or twice to display the To Do entry prompt.

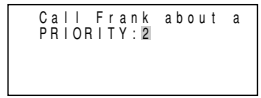


2. Enter the description. For example,

   Call Frank about a sales meeting

3. Press [ENTER] .
4. Enter the priority. For example,

   2



5. Press [ENTER] to store it in the memory.

- Press [C•CE] twice to cancel the entry.
- To begin another entry, press [C•CE] or simply begin entering the description for the new listing.
- The priority can be set by any number 0-9 or letter A-Z or just left blank by pressing [ENTER] . Lowercase letters entered without [CAPS] pressed will be changed to the uppercase letters.
- Order of priority is from 0-9, A-Z, then space.

2. Checking off Completed Items

1. Press [TO DO/ANN] once or twice to display the To Do entry prompt.
2. Press [MENU] [2] to select "2: INDEX".
3. Press [▼] and [▲] to select the item.
4. Press [✓] to mark it as done.

- Items marked with " ✓ " are given the lowest priority and listed at the end of the list.
- You can also check off the item by recalling each listing and pressing [✓] .

See also for To Do and Memo Mode

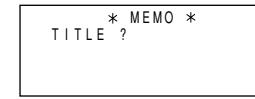
Recalling the Listings 16
Editing the Listings 18
Deleting the Listings 19
Checking the Memory Storage .. 16
Freeing Up Memory 16
Entering Characters 4

Memo Mode

The maximum number of characters for each memo is 512.

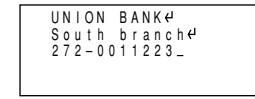
1. Storing the Memo Listings

1. Press [MEMO] to display the Memo entry prompt.



2. Enter the data. For example,

   UNION BANK [↵] ***South branch*** [↵]
   272-0011223



3. Press [ENTER] to store it in the memory.

Expense Mode

The Expense function is an easy-to-use method of tracking personal and business expense information. The expense summaries allow you to see the total expenses for a single day or for a certain period.

1. Creating the Expense Records

<Example> The date is April 5, 2001.
You bought flight tickets for a business trip for $1,200.

1. Press [EXPENSE] to display the date entry prompt.

```
    * EXPENSE *
DATE ?
M/D/Y= 4/12/2001
```

- The month and the day must be entered using 2 digits and the year using 4 digits. For single digit months or days, enter "0" before the single digit.
- The date can be changed by pressing either [▼] or [▲].

2. Enter the expense date and press [ENTER].

04052001 [ENTER]

```
 THU APR  5,2001
AMOUNT ?
```

3. Enter the expense amount and press [ENTER].

1200 [ENTER]

```
 THU APR  5,2001
          1,200.00
DESCRIPTION ?
```

- Numerical values can be input in up to 10 digits including 2 decimal places.

4. Enter the description.

Flight tickets for inspection abroad

```
 THU APR  5,2001
          1,200.00
Flight tickets for
inspection abroad_
```

5. Press [ENTER] to store it in the memory.

- Press [C•CE] once or twice to clear the description, and press it again to return to the date entry prompt.
- The description field can be skipped by pressing [ENTER].

2. Expense Summaries

Expense summaries are a collection of records stored in Expense mode. You can recall them for a specific day or a certain period.

(1) Summarizing an expense report for a specific day

<Example> Specify the date, April 5, 2001.

1. Press [EXPENSE] to enter the Expense mode.
2. Press [MENU] [NEXT] [NEXT] [2] to select "2: EXPENSE REPORT".

```
 <EXPENSE REPORT>
1:DAILY
2:PERIOD
```

3. Press [1] to select "1: DAILY".

- The current date will be displayed.

```
-DAILY-
DATE:  4/12/2001
```

4. Enter the desired date.

04052001

```
-DAILY-
DATE: 04/05/2001
```

5. Press [ENTER].

- Press [ENTER] to return to the date entry prompt, when you wish to check another daily report.

```
-DAILY-
DATE:APR  5,2001
          1,200.00
```

(2) Summarizing a report for a certain period

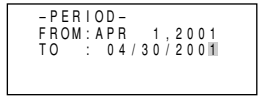
<Example> From: April 1, 2001 To: April 30, 2001

1. Press [EXPENSE] to enter the Expense mode.
2. Press [MENU] [NEXT] [NEXT] [2] to select "2: EXPENSE REPORT".
3. Press [2] to select "2: PERIOD".

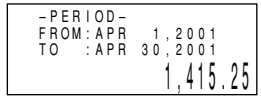
4. Enter the starting and ending time.

04012001 ENTER

04302001



5. Press ENTER .



- Press ENTER to return to the date entry prompt.
- If the integer section in the calculation result exceeds 12 digits, "*, ***, ***, ***. **" is displayed.

See also for Expense and Anniversary Mode

Recalling the Listings 16
Editing the Listings 18
Deleting the Listings 19
Checking the Memory Storage .. 16
Freeing Up Memory 16
Entering Characters 4

Anniversary Mode

Anniversary mode is selected by pressing TO DO/ANN once or twice. Each time you press this key, the display switches between To Do and Anniversary modes.

In Anniversary mode, you can specify the month and date (such as wedding anniversaries and birthdays), or month, week, and day of the week (such as Mother's Day (second Sunday in May)).

Once a date is stored as an anniversary, the date will be an anniversary for every year from 1901 to 2099.

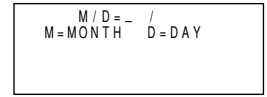
The maximum number of characters for each description is 512.

Anniversaries are marked with a tag (■) in the center right of the date (See page 11) in the monthly calendar.

1. Storing the Anniversary Listings

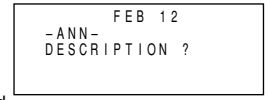
<Example 1> Enter the following data.
"Nancy's Birthday" on February 12th.

1. Press TO DO/ANN once or twice to enter the Anniversary mode.
2. Press 1 to select "1: MONTH/DAY" to enter the date entry prompt.



3. Enter the date and press ENTER (or ▼).

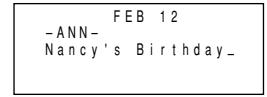
0212 ENTER



- If an attempt is made to store an invalid date, you cannot move to the description entry prompt. Enter the correct date and follow the next procedure.

4. Enter the description of the anniversary.

Nancy's Birthday

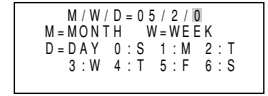


5. Press ENTER to store it in the memory.

<Example 2> Register Mother's Day (second Sunday in May).

1. Press TO DO/ANN once or twice to enter the Anniversary mode.
2. Press 2 to select "2: MONTH/WEEK" to display the date entry mode.
3. Enter the month, week, and day of the week.

05 2 0



4. Press ENTER , and then enter the description of the anniversary.

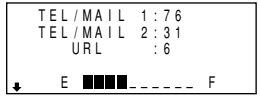
ENTER ***Mother's Day***

5. Press ENTER to store it in the memory.

Checking the Memory Storage

1. Press [MENU] [NEXT] [1] to select "1: MEMORY CHECK".

   The number of listings stored in TEL/MAIL1, TEL/MAIL2, and URL (WWW) files is displayed.



2. Press [NEXT] again to display the number of listings stored in SCHEDULE, ANN1, and ANN2 files.
3. Press [NEXT] again to display the number of listings stored in MEMO, EXPENSE, and TO DO files.
4. Press [C•CE] to return to the mode in which you were before pressing [MENU].

- When the amount of memory used approaches F (FULL), delete unnecessary data and free up memory to make enough space to store new listings.
- Since the same memory is used for all the modes other than the Calculator and Conversion modes, the number of listings that can be stored in each of these modes will vary depending on the situation of each mode.

Freeing Up Memory

Deleting or modifying data during operation can produce unnecessary space in the memory of the Organizer.

Delete unnecessary space and free up memory, when the Organizer displays "MEMORY FULL".

1. Press [MENU] [NEXT] [NEXT].
2. Press [3] to start freeing up memory.

- "WORKING..." is displayed indicating that the memory is being freed up.
- The following situations may display the message shown below.
  - When the power is turned on.
  - When you performed the operation, "Deleting the Listings" on page 19.

  (It is recommended to press [Y] to free up memory.)

- The indication "Replace the OPERATING batteries !" shown at the time of freeing up memory means that the operating batteries are almost exhausted. Replace them with new ones then try again to free up memory.
- The backlight function does not work while the memory is being freed up.

Recalling the Listings

1. Notes for Recalling the Listings

- Perform searching the listings in each mode other than Clock, Calculator, and Conversion modes.
- The direct, keyword, and index searches are not case sensitive.
- When the symbol " ⬇ " or " ⬆ " is displayed, more information exists. Pressing [▼] or [▲] scrolls up or down one line.
- When there are no more (or relevant) listings to be recalled or to be searched, "NOT FOUND !" is displayed briefly and the display returns to the entry prompt.

2. Sequential Search

Recalls the listings in order in each mode.

To begin searching in Anniversary mode, press [TO DO/ANN] once or twice to enter the Anniversary mode and then press [1] (or [2]) to select the searching type.

Press [NEXT] (or [PREV]) to recall the listings in forward (or reverse) order. Hold down either of these keys for rapid recall.

Schedule listings

- When nothing has been entered for that day, only the time entry prompt is displayed.
- Press [2nd] [SCHEDULE] in Schedule mode to recall the scheduled listings for the current day. Then press [NEXT] repeatedly to check if any other listings are scheduled for the current day.
- Press [2nd] [NEXT] (or [2nd] [PREV]) in Schedule mode repeatedly to recall the listings skipping empty dates. Press [C•CE] [C•CE], then press [2nd] [NEXT] (or [2nd] [PREV]) to display the first (or last) listing in chronological order. After the last (or first) listing in chronological order has been found, "NOT FOUND !" is displayed briefly.

3. Direct Search

Recalls the listings by the first character(s) of the name (or the contents) in Telephone/E-mail, WWW, Schedule, To Do, or Memo mode.

1. Enter the first character(s) of the desired name in each mode.
2. Press [NEXT] (or [PREV]).

- The search in Schedule mode begins from the currently displayed date in forward (or reverse) order.
- If the desired listing in Telephone/E-mail or WWW mode is not found, the subsequent listing in sequential order will be displayed.
- Each time [NEXT] (or [PREV]) is pressed, sequential search will be performed.

4. Keyword Search

Recalls the listings by a word contained in the desired listing in Telephone/E-mail, WWW, Schedule, To Do, or Memo mode.

<Example> Recall the listings containing the word "Sharp" in the TEL/MAIL1 file.

1. Press [TEL] to display the TEL/MAIL1 file.
2. Enter the word.

   Sharp

3. Press [2nd] [NEXT].

- Each time [2nd] [NEXT] are pressed, subsequent listings containing the word "Sharp" will be displayed.

```
  Johns, Pat
  201-265-5600
  F   265-1234
  Box G, Sharp Plaza,
  Mahwah, New Jersey,
```

5. Index Search

Recall the listings in Telephone/E-mail, WWW, Schedule, To Do, Memo, Expense, or Anniversary mode. The listings recalled are listed one for each line on the display.

<Example> Display the Index in the Telephone/E-mail mode.

1. Press [TEL] to display the Telephone/E-mail mode screen.

```
  Johns, Pat
  201-265-5600
  F   265-1234
  Box G, Sharp Plaza,
  Mahwah, New Jersey,
```

2. Press [MENU] [2] to select "2: INDEX".

```
  ▶Johns, Pat
   Robert, Smith
   Shingo Nakahara
   Stevenson Dug
   Tom Robert
```

- The index of the Telephone/E-mail listing is displayed.
- Pressing [ENTER] returns to the screen recalled in step 1.
- Up to five listings are displayed at a time.
- To display the first listing beginning with a particular character in the Telephone/E-mail, or WWW mode, press the desired character key. If there is no listing for that character, the first subsequent listing will be displayed.
- Pressing [NEXT] and [PREV] scrolls the page forward and backward. To see the whole listings move the pointer "▶" using [▲] and [▼] to select the desired listing, and press [ENTER].

Rearranging memos in the index display

In the index display, the order in which memos are recalled can be changed.

1. Press [MEMO] [MENU] [2] to select "2: INDEX".

2. Press ▼ and ▲ to select the listing, and press INS.

• The selected listing blinks.

3. Press ▼ and ▲ to move the listing to the desired position.

4. Press ENTER to store the new order in the memory.

• Press C•CE to cancel any changes.

6. Date Search

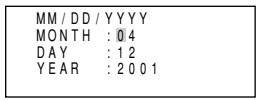
Recalls the listings by the date in Calendar, Schedule, or Expense mode.

(1) Calendar or Schedule listings

<Example> Recall the calendar for December 25, 2001.

1. Press SCHEDULE.

2. Press C•CE to display the date entry prompt.



3. Enter the month, day, and year.

12252001

To make a correction, move the cursor with ▼ or ▲, or press C•CE to clear the displayed date.

• To enter a single-digit month or day, enter zero and the digit.

4. Press ENTER.

The specified calendar or schedule will be displayed.

When you start this search in Calendar mode, pressing SCHEDULE displays the desired date in Schedule mode. And when you start the search in Schedule mode, pressing SCHEDULE displays the desired date in Calendar mode.

(2) Expense listings

Press C•CE in the Expense entry prompt, then enter the date and press NEXT (or PREV).

7. Other Search in Calendar Mode

Recalling the scheduled item from the Calendar mode

The scheduled date is displayed with the tag (■) on the right of the date number. (See page 11)

1. Press SCHEDULE once or twice to display the Calendar mode.

• Pressing 2nd SCHEDULE displays the current date.

2. Press the cursor movement keys (▲, ▼, ◄, ►) to move to the date with a tag.

3. Press SCHEDULE to display the schedule contents.

Editing the Listings

1. Editing the Listings

1. Recall a listing in the desired mode.

2. Press MENU 1 to select "1: EDIT"

• The edit mode is entered and the cursor flashes.

3. Modify the data as desired.

4. Press ENTER to store it in the memory.

2. Creating a New Listing

Pressing 2nd ENTER instead in step 4 in the above section, "1. Editing the Listings" creates a new listing without deleting the previously stored listing. This operation is useful when you enter a new listing whose contents are the same as or similar to the previously stored listing.

Deleting the Listings

1. Deleting One Listing

1. Recall the listing to be deleted.
2. Press [DEL].
   "DELETE ? Y/N" will appear.
3. Press [Y] to delete the currently displayed listing.

- To cancel the deletion operation, press [N].
- You can also delete individual listing on the index display.

  Press [MENU] [2] in the desired mode to select "2: INDEX", move the pointer "▶" to select the listing you want to delete, and press [DEL] and [Y].

2. Deleting All of the Listings in Each Mode

(1) Deleting all of the listings in each mode

If all of the listings for Telephone/E-mail, WWW (URL), Schedule, To Do, Memo, Expense, or Anniversary mode are not necessary any more, you can delete them all at once.

<Example> Delete all listings in the TEL/MAIL1 files.

1. Press [MENU] [3] to select "3: DATA DELETION".
2. Press [1] to select "1: TEL/MAIL/URL".
3. Press [1] to select "1: TEL/MAIL1".

   "DELETE ? Y/N" is displayed.

- After performing step 1, press the following keys in other modes:
  SCHEDULE: [2] [1]
  ANN1: [2] [2]
  ANN2: [2] [3]
  MEMO: [3]
  EXPENSE: [4]
  TO DO (ALL): [NEXT] [1] [1].
  TO DO (DONE): [NEXT] [1] [2].

- When the Secret function is on, "SECRET ON MODE" is displayed and the file cannot be deleted. In this case, turn the Secret function off (page 22) and repeat the above procedure.

4. Press [Y].

- To cancel the deletion operation, press [N].
- All of the listings (including secret listings) in the selected mode will be deleted all at once.

(2) Deleting all of the scheduled listings for an entire month

1. Press [SCHEDULE] once or twice to recall the calendar for the desired month.
2. Press [DEL]. "DELETE ? Y/N" will appear.
3. Press [Y] to delete all of the schedule listings for the currently displayed month.

- To cancel the deletion operation, press [N].
- Although all of the schedule listings for the month are deleted, anniversaries are still retained.

(3) Deleting the password and secret listings

(Refer to page 22, "Secret Function" on registering the password and turning the secret function on and off.)

The password and all secret listings can be deleted at the same time.

1. Press [MENU] [3] to select "3: DATA DELETION".
2. Press [NEXT] [2] to select "2: SECRET DATA".

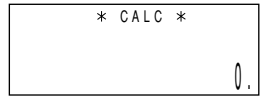
   "ALL SECRET DATA DELETE ? Y/N" is displayed.
3. Press [Y].

- To cancel the deletion operation, press [N].
- "DELETED !" is displayed briefly and the password and all secret listings are deleted.

Calculator Mode

The Organizer's built-in calculator can perform the 4 arithmetic calculations in up to 12 digits.

Calculator mode is selected by pressing [CALC/CONV] once or twice. Each time you press this key, the display switches between Calculator and Conversion modes.



Before performing any calculation, press [C•CE] twice to clear the display.

- An error occurs when the integer section of the calculation result exceeds 12 digits, if the memory exceeds 12 digits, or a number is divided by zero. ("-E-" is displayed.)
  Press [C•CE] to cancel the error.

Example	Operation	Display
(–24+2) ÷ 4=	[–] 24 [+] 2 [÷] 4 [=] *	–5.5
34 + 57 =	34 [+] 57 [=] The second figure (57)	91.
45 + 57 =	45 [=] becomes the constant.	102.
	(Subtraction and division are performed in the same way as above.)	
68 × 25 =	68 [×] 25 [=] The first figure (68)	1,700.
68 × 40 =	40 [=] becomes the constant.	2,720.
What is 10% of 200?	200 [×] 10 [%]	20.
What percentage is 9 of 36?	9 [÷] 36 [%]	25.
200 + (200 × 10 %) =	200 [+] 10 [%]	220.
500 – (500 × 20 %) =	500 [–] 20 [%]	400.

Example	Operation	Display
$\sqrt{25-9}$ =	25 [–] 9 [=] [√]	4.
$(4^3)^2$ =	4 [×] [=] [=] [×] [=]	4,096.
1/8	8 [÷] [=]	0.125
25 × 5 =	[CM] 25 [×] 5 [M+]	-M- 125.
–) 84 ÷ 3 =	84 [÷] 3 [M–]	-M- 28.
+) 68 + 17 =	68 [+] 17 [M+]	-M- 85.
(Total) =	[RM]	-M- 182.
		– E –
123456789098 × 145 =	123456789098 [×] 145 [=]	17.9012344192
	[C•CE]	17.9012344192
17901234419210	($17.9012344192 \times 10^{12} = 17901234419200$)	

* [–] (minus) can only be used when entering a negative number as the first number. Use [+/–] for following negative numbers during calculation.

<*Example*> 5 × (–10) = –50

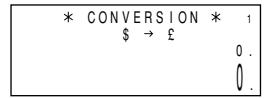
5 [×] **10** [+/–] [=]

Conversion Mode

Each time you press [CALC/CONV] , the display switches between Calculator and Conversion modes.

This mode has 2 types of conversions as shown below.

The number on the top right of the conversion display indicates the selected conversion type.



← Conversion number

No.	Conversion pattern			No.	Conversion pattern		
	Unit A		Unit B		Unit A		Unit B
1	$	→	£	10	gal	→	l
2	$	→	€	11	l.gal	→	l
3	$	→	¥	12	fl.oz	→	ml
				13	l.fl.oz	→	ml
4	inch	→	cm	14	oz	→	g
5	feet	→	m	15	lb	→	kg
6	yard	→	m	16	°F	→	°C
7	mile	→	km	17	cal	→	J
8	acre	→	m^2	18	hp	→	W
9	acre	→	ha	19	PS	→	W

1. Changing the Conversion Display

1. Press [CALC/CONV] once or twice to select the Conversion mode.
2. Press [NEXT] and [PREV] until the desired conversion number is displayed.

2. Setting the Rate

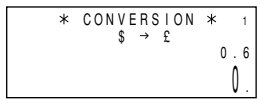
<Example> Set the following rate: $1 = £0.6

1. Press [CALC/CONV] once or twice to select the Conversion mode.
2. Press [NEXT] (or [PREV]) to select the conversion number 1.
3. Press [MENU] [1] to select "1: EDIT".

- The result display disappears and the rate display flashes.

4. Enter the rate. (Up to 10 digits)

   0.6 [ENTER]



3. Changing the Currency or Unit

If there is no conversion pattern you want to use, you can change the currency or unit in the conversion patterns No. 1 to No. 3.

1. Repeat steps 1 to 3 of the above section, "Setting the Rate".
2. Press [▲], [▶] and [◀] to move the cursor to the currency to be changed and enter the new currency or unit.

- Up to 7 letters can be entered each for unit A and unit B.

3. Press [▼] to move the cursor to the rate field and enter the rate.

4. Converting Currency/Unit

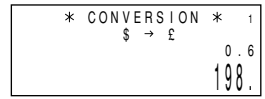
To convert unit A to unit B, press [▶].

To convert unit B to unit A, press [◀].

<Example 1> Convert $198 to £.

1. Press [NEXT] (or [PREV]) to select the unit. (In this example, select the conversion number 1: $1 = £0.6.)
2. Enter the value to be converted.

   198



3. Press [▶] to convert it.
   The conversion result is displayed.

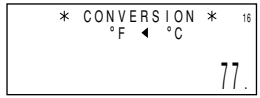
- Once you have set each rate, you can perform a consecutive conversion such as from £ to $, and then from $ to €.
- The previous conversion result remains on the display, when you switch from one conversion type to another. Press [C•CE] to clean the result and start another conversion.

<Example 2> Convert 25°C to °F.

1. Press [NEXT] (or [PREV]) to select the unit. (In this example, select the conversion number 16, which does not display the rate.)
2. Enter the value to be converted.

   25

3. Press [◄] to convert it.



- The conversion result may have a slight calculation error as a result of rounding off the number. Use the conversion result for reference.

Secret Function

The Secret function allows you to protect confidential listings with a password, so that no unauthorized person can recall them.

1. Registering a Password

Up to 7 characters can be registered for the password.

> If you forget the password, it will be necessary to clear the password and all secret listings from the memory (see page 19). As a safeguard, make a written record of the password.

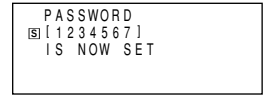
1. Press [MENU] [NEXT] [3] to select "3: SECRET".

- If "ALLOW ACCESS TO SECRET DATA" is displayed instead, a password is already registered.
  To delete and change the password, refer to page 23.

2. Enter the password. For example,

   1234567

3. Press [ENTER].
   "PASSWORD [1234567] IS NOW SET" and an " [S] " are displayed.
   The " [S] " indicates the Secret function is in effect.



4. Press [C•CE] to display the entry prompt.

2. Turning the Secret Function On and Off

When the Secret function is on, an " [S] " is displayed. When the Secret function is off, the " [S] " is cleared even after the password is registered.

(1) Turning the Secret function off

1. Press [MENU] [NEXT] [3] to select "3: SECRET".
2. Enter the password and press [ENTER].

   (Enter "1234567" in this case.)

   "SECRET DATA ACCESSIBLE !" is displayed briefly. The Secret function is now off and secret listings can be recalled. The display changes into the entry prompt without the " [S] ".

- If the incorrect password is entered, "INCORRECT PASSWORD !" will be displayed briefly and the display changes into the entry prompt.
- Even after the Secret function is turned off, the Secret function will automatically be turned on after manual or auto power off.

(2) Turning the Secret function on

1. Press [MENU] [NEXT] [3] to select "3: SECRET".
2. Press [1] to select "1: HIDE SECRET".

   "SECRET DATA IS HIDDEN !" is displayed briefly. The secret function is now on and secret listings cannot be recalled. The display changes into the entry prompt with the " [S] ".

3. Designating the Listings as Secret

Only one password can be registered, but many secret listings can be entered.

A "✳" next to a listing indicates it is secret. Secret listings cannot be recalled unless the Secret function is off.

(1) Storing a listing as secret

1. Press [MENU] [NEXT] [4] during the data entry to select "4: SECRET MARK(✳)".
2. Press [1] to select "1: ON".
   The "✳" is displayed.
3. Press [ENTER] to store it in the memory.

(2) Designating a stored listing as secret

<Example> Designate the listing for "ABC BANK" as secret.

1. Recall the listing.

2. Press [MENU] [1] to select "1: EDIT".
3. Press [MENU] [NEXT] [4] to select "4: SECRET MARK (✳)".
4. Press [1] to select "1: ON".
   The "✳" is displayed.
5. Press [ENTER].
   The listing for "ABC BANK" is now designated as secret.

(3) Changing a secret listing to non-secret

1. Turn the Secret function off. (Refer to page 22.)
2. Recall the desired secret listing.
3. Press [MENU] [1] to select "1: EDIT".
4. Press [MENU] [NEXT] [4] to select "4: SECRET MARK (✳)".
5. Press [2] to select "2: OFF".
   The "✳" disappears.
6. Press [ENTER].
   The secret listing is now changed to non-secret.

(4) Recalling (and editing) the secret listings

Perform recalling (or editing) the secret listings in each mode.
To recall (and edit) the secret listings, the Secret function must first be turned off.

(5) Recalling only the secret listings

1. Turn the Secret function off. (Refer to page 22.)
2. Press the desired mode key to display the entry prompt in which you want to recall the listing.
3. Press [MENU] [NEXT] [4] [1] to display the "✳".
4. Press [2nd] [NEXT] (or [2nd] [PREV]).

The secret listings only are sequentially recalled.

- If no secret listing is found, "NOT FOUND !" is displayed briefly and the display returns to the entry prompt.

(6) Deleting and changing the password

1. Turn the Secret function off. (Refer to page 22.)
2. Press [MENU] [NEXT] [3] to select "3: SECRET".
3. Press [2] to select "2 : DELETE THE PASSWORD".

4. Enter the old password to be deleted and press [ENTER].
   "PASSWORD IS DELETED !" is displayed briefly and the display changes into the entry prompt.
5. To register a new password, follow the procedure described in "1. Registering a Password" on page 22.

If you forget the password

If you forget the password, you have to delete it by deleting all the secret data.

Make sure that you really want to delete them, and see page 19, "(3) Deleting the password and secret listings".

Transferring the Data

This Organizer can transfer data to/from the following SHARP Organizer by using the optional communication cable. (CE-260L)

Organizers on the other end: ZQ-190/195/160/165/180/480/485
EL-6850/6890/6750/6790

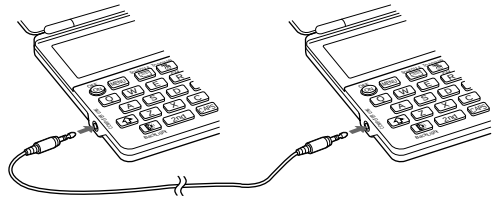
Exchange data: each listing, all listings in each mode, entire data stored in the Organizer (for a backup and restoration process between the same models)

1. Cautions and Special Notes for Data Transfer

- Turn off the secret function before transferring data by mode (p. 22).
- After data transfer, the data on the transferring Organizer is preserved.
- The alarm setting is ignored. The alarm will not sound during data transfer.
- The Auto power off function is disabled in all the transfer modes.
- The Backlight is nullified during data transfer. (If the Backlight is on, it is automatically turned off at the beginning of data transfer.)
- When the Organizers are not in the same mode before transferring data by listing or mode, "DATA ERROR !" is displayed and no data transfer is allowed.
  However, directories in the Telephone (or E-mail) and WWW modes are excluded from this rule. For example, data in the TEL/MAIL1 directory can be transferred to the WWW directory.
- When the communication cable is disconnected during data transfer, "I/O DEVICE ERROR !" is displayed. Press [C•CE] to clear the error, check that the Organizers are connected correctly, and then start the steps again.
- The indication "Replace the OPERATING batteries !" shown whenever any item is selected on the "UNIT TO UNIT" menu screen means that the operating batteries are almost exhausted. Replace them with new ones then try again to transfer data.
- When "MEMORY FULL" is displayed and data transfer is aborted, delete unnecessary data on the receiving Organizer.
- The indication "WORKING..." shown on the side of the receiving Organizer at the beginning or end of the data transfer means that the memory has begun to be freed up automatically.

2. Transferring the Data between Organizers

- Turn both of the Organizers off first before connecting them with the cable.



- When an error occurs, "I/O DEVICE ERROR !" is displayed on the receiving or transferring Organizer, or on both ones.

1. Press the desired mode key, or recall a listing to be transferred on the transferring Organizer.

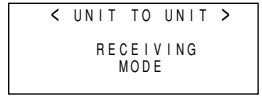
- To transfer all the listings in each mode, press the mode key to display the entry prompt. To transfer each listing, recall the desired listing.

2. Press [MENU] [NEXT] [NEXT] [NEXT] on both the Organizers.

   The following menus are displayed.

```
< UNIT TO UNIT >
1:SEND      4:BACKUP
2:RECEIVE   5:RESTORE
3:VERIFY
```

3. Press 2 on the receiving Organizer to select “2: RECEIVE”.



4. Press 1 on the transferring Organizer to select “1: SEND”.

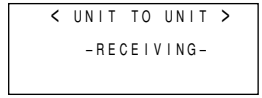
   Data transfer is started.

- To interrupt data transfer, press ON .

  Messages are displayed on the respective Organizers while data is being transferred.

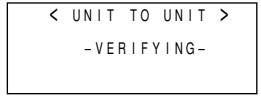
  Transferring Organizer

  Receiving Organizer



  When these messages are no longer displayed, the data transfer is completed.

To verify the listing after it has been transferred, press 3 (“3: VERIFY”) on the receiving Organizer in step 3.



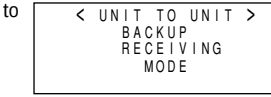
If any discrepancies are found, “VERIFY ERROR !” is displayed.

3. Transferring Data to Make a Backup File

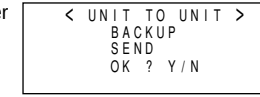
All data in the Organizer can be transferred to the same model of the Organizer.

1. Press MENU NEXT NEXT NEXT on both the Organizers.

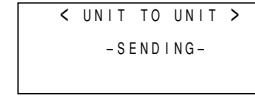
2. Press 5 on the receiving Organizer to select “5: RESTORE”.

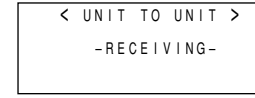


3. Press 4 on the transferring Organizer to select “4: BACKUP”.
   A confirmation message is displayed.



4. Press Y in answer to the confirmation message on the transferring Organizer.





   Backup data transfer is started. Messages are displayed on the respective Organizers while the data is being transferred. When these messages are no longer displayed, the backup data transfer is completed.

Make sure you really want to delete all the data in the receiving Organizer before executing the “Restore” function. Once you start the restoration process, all the data in the receiving Organizer will be deleted, even if you cancel the restoration process.

Exchanging Data with a PC

With SHARP PC Interface software and cable package, you can exchange data with an IBM compatible personal computer.

What Does PC Interface Software Do?

Backup ..... Backs up all data in the Organizer to your PC.
Restore ..... Restores data from a backup file into an Organizer.
Address Utility ..... Allows you to type in an address, E-mail or WWW entry on a PC and download it into your Organizer.

System Requirements

- Windows® 2000 Professional, Windows® 98, or Windows® 95
- 8MB free hard disk space
- VGA monitor or better
- Microsoft® Mouse or compatible Pointing Device
- 3.5" disk drive
- One available serial port with D-sub 9-pin connector

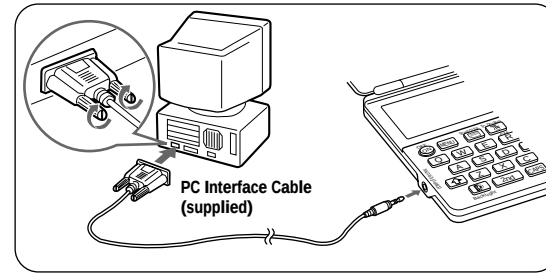
And for Windows® 2000 Professional:
- 133MHz or higher Pentium-compatible CPU
- 64MB RAM available

And for Windows® 98, Windows® 95:
- IBM-compatible 486 or Pentium-compatible CPU (66MHz or higher)
- 24MB RAM available

1. Before You Begin

(1) Connecting Your Organizer to a PC

1. Turn off your PC and the Organizer.
2. Connect the standard 9-pin connector of the PC interface cable into a COM port on your PC.
   - Using a 25-pin connector instead of the standard 9-pin connector requires an additional adaptor.
3. Connect the other end of the PC Interface Cable into the PC interface connector located on the left side of the Organizer.



(2) Installing

1. Insert the PC Interface Software disk into your disk drive.
2. Click on the Windows [Start] button and then click [Run].
3. Type in **a:\Setup.exe** and click on [OK].
   - Type in your disk drive name ("a:" in this example).
4. Follow the on-screen instructions.
   The software is installed into the following location and can be accessed in the following directory:
   C:\Program Files\Sharp YOZQ_b\
   Application: [Start] → [Program] → [Sharp YOZQ_b] →[EO-Utility]
   ReadMe: [Start] → [Program] → [Sharp YOZQ_b] →[ReadMe]
   You are recommended not to change the default folder name: [Sharp YOZQ_b].
5. Click [Finish].

2. Getting Started

Known Incompatibilities

- While you are backing up or restoring data, a transfer error may occur with certain 3D screen saver utility programs enabled. Before transferring data, disable any 3D screen saver utility programs you may be running.
- PC Interface Software may not run reliably with certain virus scanning programs enabled. If you have problems in transferring data with your Organizer, disable any virus checking software you may be running.
- PC Interface Software may not run reliably with certain power management features enabled. If you have problems in transferring data with your Organizer, disable any power management features you may have turned on.

(1) PC Interface Software Main Screen

All operations can be accessed from the Main Screen.

To access the Main Screen, click [Start] → [Program] → [Sharp YOZQ_b] → [EO-Utility].

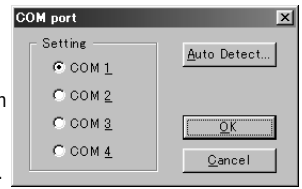
(2) Setting the COM port

1. Connect your Organizer to a PC.
2. Click [Start] → [Program] → [Sharp YOZQ_b] → [EO-Utility].

   The PC Interface Software Main Screen appears.
3. Click [COM port...].

   The COM port setting dialog box appears.

   - Click the radio button to select an appropriate port or click [Auto Detect...] to allow an appropriate port to be selected automatically.



- When you are using a notebook PC, an error message may be displayed when you click [Auto Detect...]. Check the BIOS setting on your notebook PC and set it to the serial port. Even when the BIOS setting is correctly made, you may need to select an appropriate port manually.

3. Backup and Restore

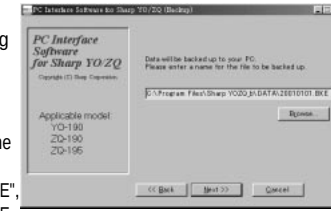
(1) Making a Backup File

1. Connect your Organizer to a PC.
2. Click [Start] → [Program] → [Sharp YOZQ_b] → [EO-Utility].

   The PC Interface Software Main Screen appears.
3. Click [Backup].

   The dialog box appears asking you to enter the backup file name, if necessary.

   - The default name is determined according to the PC clock system, in the format of "YYYYMMDD.BKE", for example, 20010101.BKE.



   - [Browse...] allows you to change the backup file, its file name and its destination.

- When the COM port has not been selected, the warning message dialog box appears. Click [OK]. Then click [COM port...] on the Main Screen and select the appropriate port.

4. Click [NEXT >>] to start the backup process.

   The instructions screen appears.

- To cancel the backup process, click [Abort] on the instructions screen.

5. On your Organizer:
   Press [MENU] [NEXT] [NEXT] [NEXT] and [4] to select “4:BACKUP”.
   Then press [Y] to start the backup process.

(2) Restoring a Backup File

"Restore" function replaces all the data in the Organizer with the backup file saved on a PC.

- Make sure you really want to delete all the data in your Organizer before executing the "Restore" function. Once you start the restoration process, all the data in the Organizer will be deleted, even if you cancel the restoration process.

1. Connect your Organizer to a PC.
2. Click [Start] → [Program] → [Sharp YOZQ_b] → [EO-Utility].

   The PC Interface Software Main Screen appears.
3. Click [Restore].

   The dialog box appears asking you to choose the backup file name.
4. Click [NEXT >>] to start the restoration process.

   The confirmation dialog box appears.

- To cancel the restoration process, click [NO].

5. Click [YES].

   The instructions screen appears.

- To cancel the restoration process, click [Abort] on the instructions screen.

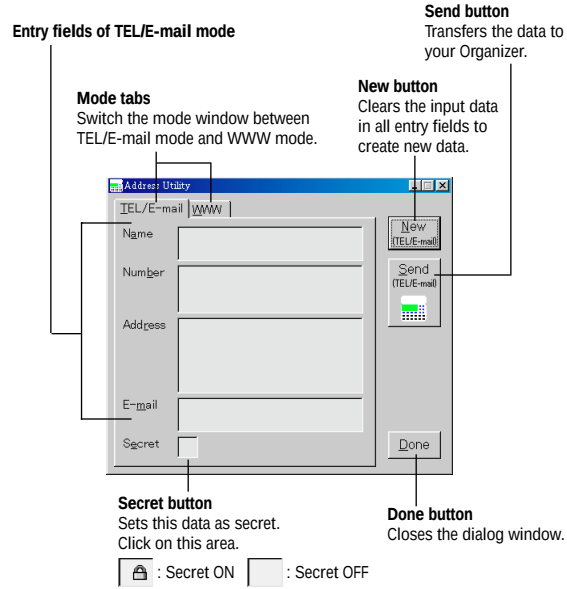
6. On your Organizer:
   Press [MENU] [NEXT] [NEXT] [NEXT] and [5] to select “5:RESTORE”.

   The data transfer is started.

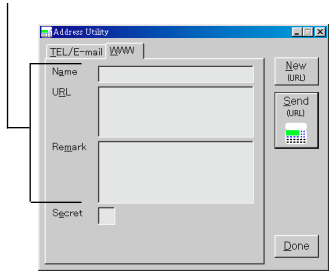
4. Address Utility

Click [Address Utility] on the Main Screen to open the Address Utility window.

(1) Command Buttons



Entry fields of WWW mode

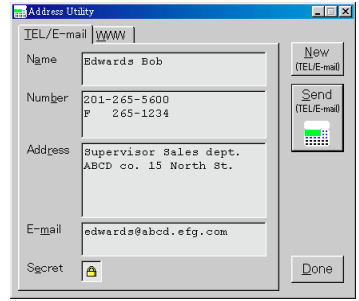


(2) Entering an Address

<Example> Enter the following data as secret data in TEL/E-mail mode.

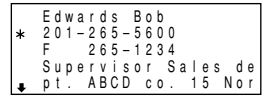
Name	Edwards Bob
Number	201-265-5600
	F 265-1234
Address	Supervisor Sales dept.
	ABCD co. 15 North St.
E-mail	edwards@abcd.efg.com

1. Connect your Organizer to a PC.
2. Click [Start] → [Program] → [Sharp YOZQ_b] → [EO-Utility].
   The PC Interface Software Main Screen appears.
3. Click [Address Utility].
4. Click [TEL/E-mail] tab.
5. Click [New] to clear the input data in all entry fields.
6. Enter the information.
   - The cursor appears in the entry field you click for input.



7. (After entering the information), click [Send].
   The instructions screen appears.
   - To cancel the transferring process, click [Abort] on the instructions screen.
8. On your Organizer:
   Press [MENU] [NEXT] [NEXT] [NEXT] and [2] to select “2:RECEIVE”.

   If the transferred data is displayed on the display of the Organizer, the transferring process is completed.



- Do not forget to fill in the Name field before clicking [Send]. Otherwise, the data you typed in can not be sent.
- You can not enter the characters or symbols not supported by the Organizer in the entry fields.

Battery Replacement

Batteries used

Type	Model	Quantity	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2032	1	Memory backup

- Do not remove both the operating and memory backup batteries at the same time. Doing so will clear the memory of its contents.
- Be sure to write down any important information stored in the memory before replacing the batteries.

1. Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions.

- Insert the battery with its positive side (+) correctly positioned.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of the reach of children.
- When batteries become low, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become depleted before the specified expiration time is reached.

2. Operating Batteries Replacement

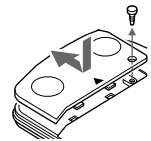
(1) Battery replacement time

When " BATT " is displayed, immediately replace the batteries with new ones. If the battery level is very low, the alarms or the key touch tone may not sound, or similarly the Backlight may remain on for less than the set interval or it may not function. Continued use of the Organizer with low batteries can alter or clear the memory contents. Memory contents may be lost if the batteries are improperly replaced or if the following instructions are disregarded.

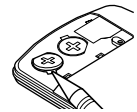
(2) Replacing the batteries

- Make sure the power is turned off before replacing the batteries.
- Do not press ON until the battery replacement procedure is completed.

1. Press OFF to turn the power off.
2. Loosen the screw (counterclockwise) and remove the battery holder cover on the back of the unit.



3. Remove the used batteries using a ball-point pen or similar object.
   - Do not use a mechanical pencil or sharp pointed object.



4. Install 2 new batteries with the positive sides (+) facing up.
5. Replace the holder cover and secure it with the screw.
6. The power will be turned on 2 to 3 seconds after ON is pressed. If the power does not come on, press the **RESET** switch.
7. Set the clock to the correct time.

3. Memory Backup Battery Replacement

(1) Battery replacement frequency

- Replace the battery every 5 years.

When you start to use the Organizer, write down the date on the label of the Organizer, so that you know when to replace the battery the next time.

For example:

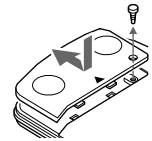
MEMORY BACKUP BATTERY INSTALLATION DATE	MONTH • YEAR	11 • 2001

(2) Precautions when replacing the memory backup battery

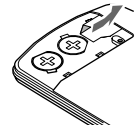
If the memory backup battery is replaced when the operating batteries are depleted, the memory contents will be lost. Make sure the operating batteries are not depleted. If the operating batteries are depleted, first replace these before replacing the memory backup battery.

(3) Replacing the battery

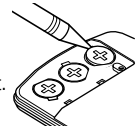
1. Press OFF to turn the power off.
2. Loosen the screw (counterclockwise) and remove the battery holder cover on the back of the unit.



3. Remove the memory backup battery seal.



4. Remove the used battery using a ball-point pen or similar object.



- Do not use a mechanical pencil or sharp pointed object.

5. Install a new battery with the positive side (+) facing up.
6. Replace the seal and the holder cover and secure the cover with the screw.
7. The power will be turned on 2 to 3 seconds after ON is pressed. If the power does not come on, press the **RESET** switch. If nothing appears on the display again, replace the operating batteries.

Specifications

Model: ZQ-190/ZQ-195
Product name: Electronic Organizer
Display: 19 columns × 5 lines
Memory capacity: 260736 bytes
Clock mode:
- Accuracy: ±30 seconds/month (at 25°C/77°F)
- Display: Year, month, day, day of the week, hour, minute, AM/PM, city name, time zone
- Clock system: 12-hour/24-hour format (switchable) World clock function, daylight saving time/summer time display function, schedule alarm function

Telephone/E-Mail mode: Entry and recall of names, numbers, postal addresses, and E-mail addresses
WWW mode: Entry and recall of names, URL, and remarks
Calendar mode: From Jan., 1901 to Dec., 2099, Schedule mark function distinguishing between morning, afternoon, and anniversary.
Schedule mode: Entry and recall of schedule (year, month, day, hour and minute), schedule alarm
To Do mode: Entry and recall of To Do listings
Memo mode: Entry and recall of memo listings
Expense mode: Entry and recall of expense listings
Anniversary mode: Entry and recall of month, day (or month, week, day), and description of anniversaries
Calculator mode: 12 digits (with calculation status symbol) Addition, subtraction, multiplication, division, percentage, square root, memory calculation, etc.
Currency/Unit conversion mode: 10 digits, 19 kinds of currencies and units

Power consumption: 0.1W
Operating temperature: 0°C – 40°C (32°F – 104°F)
Power supply: Operating battery: 6V ⎓ (DC)
(Lithium battery CR2032×2)
Memory backup battery: 3V ⎓ (DC)
(Lithium battery CR2032×1)

Battery life:

Operating batteries (at 25°C/77°F)
- Approx. 1200 hours
  When data is continuously displayed without Backlight.
- Approx. 300 hours
  When data is continuously displayed with Backlight for 2 minutes per hourly use.
- Approx. 270 hours
  When data is searched for 5 minutes and displayed for 55 minutes per hourly use and Backlight is on for 2 minutes per hourly use.
- Approx. 1.5 years
  When turned off and the clock is running.

Memory backup battery
- Approx. 5 years (if operating batteries are replaced promptly when exhausted)
- Approx. 1 year (if operating batteries are exhausted)

Weight: Approx. 130 g (0.29 lb.) (Including batteries)
Dimensions: **Open:** 148 mm (W) × 180 mm (D) × 9 mm (H)
5-13/16" (W) × 7-3/32" (D) × 11/32" (H)
Closed: 148 mm (W) × 92 mm (D) × 13 mm (H)
5-13/16" (W) × 3-5/8" (D) × 1/2" (H)
Accessories: 3 lithium batteries (installed), operation manual

Shortcuts

This Organizer has 9 shortcut keys to provide rapid access to the menus.

Shortcut	Action	See page…
2nd A	Turns the Schedule alarm on and off.	12
2nd E	Enters the edit mode.	18
2nd I	Displays the Index.	17
2nd O	Displays the options for the data transfer.	24
2nd S	Sets or deletes the password.	22~23
2nd M	Sets the " ✳ " mark.	23
2nd EXPENSE *	Displays the Expense report.	14
2nd ▶	Turns the alarm sound on and off.	12
2nd ◀	Turns the key sound on and off.	2

* For use in Expense mode only

This equipment complies with the requirements of Directive 89/336/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinie 89/336/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans la directive 89/336/CEE modifiée par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijn 89/336/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC med tillæg nr. 93/68/EEC.

Quest'apparecchio è conforme ai requisiti della direttiva 89/336/EEC come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ, όπως ο κανονισμός αυτός συμπληρώθηκε από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências da directiva 89/336/CEE na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de la Directiva 89/336/CEE modificada por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjen 89/336/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivet 89/336/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivin 89/336/EEC vaatimukset, jota on muutettu direktiivillä 93/68/EEC.

In Canada:

This Class B digital apparatus complies with Canadian ICES-003.

SHARP CORPORATION

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